

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

RURAL DEVELOPMENT - Procurement - **Mandal Purchase Committee** – Guidelines - Issued

**PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD.II) DEPARTMENT**

G.O.Ms.No 351.

Dated:13.11.2009

Read the following:

1. Circular No. 653/EGS/PM(QC)/2008, dated 20-08-09 of CRD.
2. Circular No. 378/EGS (P)/2008, dt. 08-04-08 of CRD.

><><

**ORDER:**

Vide Para 2.2.2 of “Operational Manual 2006”, NREGS-AP, Mandal Parishad Development Officers are designated as “Programme Officers”, to implement the NREGS programme at Mandal level. The Programme Officer is primarily responsible for matching the demand with works and ensure effective implementation of the scheme in accordance with the provisions of the Act, the scheme guide lines issued by the Government from time to time.

During the process of implementation of NREGS it is felt that it is advisable to decentralize to mandal level procurement committee, such decentralization is expected to expedite procurement and ensure availability of materials in time at the user end. Following guidelines are issued in this regard.

**1. The mandal level procurement committee:**

The mandal level procurement committee is hereby constituted with members as shown below.

- |      |                              |   |                 |
|------|------------------------------|---|-----------------|
| i)   | MPDO                         | : | Member Convener |
| ii)  | Tahsildar                    | : | Member          |
| iii) | Mandal Engineering Officer:  | : | Member          |
| iv)  | Mandal Agriculture Officer : | : | Member          |

Medical Officer shall be invited as member whenever medicines are purchased in the first-aid box.

**2. Functions of the Committee:**

i). Mandal Purchase Committee can procure following category of items.

- Stationary materials
- Tools for field inspection
- Medicines for first aid
- Drinking Water materials
- Quality ensuring equipment

ii). The Member Convener shall first assess the requirement of materials and issue a tender and invite sealed quotations from authorized dealers / suppliers.

**Contd..**

iii). It is reiterated that open tenders shall be issued and sealed quotations, alone shall be received. No purchase shall be finalized if less than 3 sealed quotations are received. If less than 3 quotations are received the tender should be cancelled and issued again.

iv). Under no circumstance suppliers or rates finalized in adjacent mandals shall be completely followed, i.e., every purchase shall follow the due procurement process.

v). The sealed quotation shall be opened in the presence of at least 2/3<sup>rd</sup> members of the committee and bidders. The lowest bidder shall be given purchase order.

vi). No advance payment shall be made to any bidder. Final payment shall be made only on receipt of total quantity of material and verification of specifications.

vii). The committee shall at-a-time purchase materials worth not more than one lakh. In any case in one financial year the total purchases made by the committee shall not exceed Rs. 5 Lakhs.

viii). The Mandal Purchase Committee shall procure the materials required for NREGS, CLDP, Watersheds based on the guide lines issued by Commissioner, Rural Development from time to time. Commissioner, Rural Development shall issue instructions on detailed list of items and specifications.

### **3. Miscellaneous:**

All payments made shall be through RAGAS Software only and the expenditure shall be booked to material component / administrative cost which ever is relevant. The APO shall maintain the stock in safe custody and Computer Operator shall maintain the stock register. MPDO shall inspect the stock and scrutinize the stock register atleast once in three months.

District Collectors & District Programme Coordinators, NREGS are requested to constitute the "Mandal Purchase Committees" in all the mandals and ensure the above guidelines are followed scrupulously in procurement of materials/tools under Rural Development programmes. These orders shall come into immediate effect.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**R. SUBRAHMANYAM  
SECRETARY TO GOVERNMENT (RD)**

To

The Commissioner, Rural Development, A.P. Hyderabad.

The District Collector and District Programme Coordinators of NREGS-AP 22 districts.

The Project Officer, ITDAs and Additional District Programme Coordinators of Eturunagaram, Warangal; Bhadrachalam, Khammam; Utontoor, Adilabad; Parvathipuram, Vizianagaram; Srisailam, Kurnool District

The Project Director and Additional District Programme Coordinator, DWMAS of NREGS-AP 22 districts.

**Contd..**

The Project Director and Additional District Programme Coordinator, DRDAS of NREGS-AP 22 districts.

The Chief Executive officer, Zilla Parishads, and Additional District Programme Coordinators of NREGS-AP 22 districts.

The District Panchayat officers of NREGS-AP 22 districts.

**Copy to :**

The PS to Chief Minister.

The PS to Minister (RD,RWS & EG)

The PS to Minister (PR)

PS to all Ministers.

The PS to Chief Secretary to Government

The PS to Spl C.S to Government (PR)

The PS to Secy to Government (RD)

The PS to Prl . Secretary, Finance (W&P) Department

The PS to Prl . Secretary, Irrigation (I&CAD) Department

The PR & RD (General ) Department

The PR & RD (E.VII.1) Department

**The Commissioner, Rural Development, A.P, Hyderabad.**

The Commissioner, AMR-APARD, Rajendranagar, Hyderabad

The Commissioner, Panchayat Raj, A.P., Hyderabad.

The Director, SSAAT, Hyderabad.

The Secretary, APREG Council, SERP, Hyderabad with a request to communicate this GO to all the members.

All Special Officers concerned in O/o CRD, Hyderabad.

The Web Manager, O/o CRD for placing in RDs website.

SF/SC.

//FORWARDED :: BY ORDER//

SECTION OFFICER